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1 OCT 1958

MEMORANDUM FOR: Director of Personnel
FROM : Deputy Comptroller
SUBJECT : Reimbursement of Emergency Medical Expenses
by the Bureau of Employees Compensation

1. This memorandum sets forth the procedure for application at headquarters, developed jointly by members of this Office and the Office of Personnel, to implement the authority contained in dispatches originated by the Office of Personnel to certain field stations to pay emergency medical expenses on behalf of locally hired indigenous personnel. This memorandum will remain in effect until superseded by an Agency regulatory issuance.

2. An agreement dated 18 June 1958, negotiated by your Office representing the Agency, provides that the B.E.C. will reimburse the Agency for specified emergency medical treatment of indigenous Agency employees at foreign posts. The agreement is understood to be similar to one in effect between the Department of State and B.E.C.

3. The Office of the Comptroller will receive notification from field stations of expenditures made under this program. A copy of the notification and all attachments will be forwarded promptly to the Casualty Affairs Branch, Office of Personnel for action and disposition.

4. The Casualty Affairs Branch, Office of Personnel will be responsible for promptly examining all field expenditures referred to it by the Finance Division. Immediate notice of any exception with complete justification will be furnished to the Finance Division for any expenditure which will not be acceptable for reimbursement, so that prompt notice may be given to the field station by the Finance Division. Any correspondence necessary in connection with the injury or emergency medical expense will be initiated by and released to the field station by the Casualty Affairs Branch.

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5. Periodically (approximately every three months) the Finance Division will furnish Casualty Affairs Branch with a schedule of these expenditures which are subject to reimbursement. Upon receipt of the schedule from the Finance Division, the Casualty Affairs Branch will prepare a list of the expenditures (employees' names and the amounts in dollars paid out on their behalf) and issue a memorandum to the Fiscal Division requesting that a reimbursement voucher be prepared for the total amount. The Fiscal Division will prepare and certify a SF 1080, Voucher for Transfers Between Appropriations and/or Funds, for the total amount designated and send the certified copies of the voucher to Casualty Affairs Branch which will attach the list of expenditures and all necessary attachments and hand carry it to the B.E.C. for action. Additional documentation or information requested by the B.E.C. in support of the voucher will be prepared and furnished by Casualty Affairs Branch. A complete file shall be maintained by the Casualty Affairs Branch in support of the vouchers issued to B.E.C. for reimbursement.

6. If the amount of emergency expenditures recorded by the Finance Division for a calendar quarter is less than \$200, the total may be charged as an expense to an allotment designated in writing by the Casualty Affairs Branch. A billing will not be prepared for B.E.C. under these circumstances as the amount involved will be considered of minor significance.

7. It is requested that concurrence of the Office of Personnel in the foregoing summary of responsibilities be indicated on the attached copy of this memorandum and that it be returned to this Office.



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Deputy Comptroller

CONCURRED:

14 RODIN M. STEWART
Office of Personnel

2 Oct. 1958
Date

Distribution:

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